

September 20, 2021

Philip Kash, Partner
HR&A Advisors, Inc. ("Consultant")
99 Hudson Street, 3rd Floor
New York, NY 10013

Re: Amendment to Contract dated March 15, 2017 between the City of Norfolk and Consultant

Dear Mr. Kash:

This letter is to inform you that the City of Norfolk hereby amends the above referenced Contract, so as to renew its term until June 30, 2022, expand the scope of work and increase the total amount of compensation.

As compensation for Consultant's services as detailed in Task Order 8, which is hereto incorporated by reference and attached as **Exhibit A**, Consultant's compensation shall be increased by an amount not to exceed Forty-Four Thousand Nine Hundred Fifty-Two Dollars (\$44,952.00).

All other terms and conditions of the Contract that are consistent with this Amendment shall remain in full force and effect.

The execution of this Amendment letter by the parties to the Contract shall indicate acceptance of its terms and conditions.

Sincerely,

DocuSigned by:

C45AA22E7D6047B...
Dr. Larry H. Filer II
City Manager

ATTEST
DocuSigned by:

7585E61B85734CE
City Clerk
September 20, 2021 12:42 PM EDT
Date 

HR&A ADVISORS, INC.

DocuSigned by:
Philip Kash

Philip Kash, Partner

Content Approved:

DocuSigned by:
Douglas Beaver

Douglas Beaver, Chief Resilience Officer

Form & Correctness Approved:

DocuSigned by:
[Signature]

Deputy City Attorney

CERTIFICATION OF FUNDING

I hereby certify that the money required for this Agreement is in the City Treasury to the credit of the fund from which it is to be drawn, and not appropriated for any other purpose.

Account: ~~XXXXXXXXXXXXXXXXXXXX~~ 2500-41-9229-5307 FY17
2275-41-9291-5307

Amount: \$44,952.00

Vendor Code: 113104

Contract #: 26359

DocuSigned by:
Christine Garczynski

Director of Finance

9/30/2021 | 8:36 AM PDT

Date

DS
SF

Task Order 8
City of Norfolk: Ohio Creek NDRC Project Implementation

Date: June 30, 2021

Contract Title: Technical Assistance and Advisory Services for HUD-National Disaster Resilience Funding

Contract Number: 26359

Contractor: HR&A Advisors

Task Period: July 1, 2021 to June 30, 2022

Task 1: Regulatory & Administrative Systems

- CDBG-NDR Administrative Manual Development and Implementation
 - Finalize CDBG-NDR Administrative Manual, incorporating updates to sections including relocation and procurement per City's direction.
 - Detailed step-by-step procedural outlines for specific administrative tasks as requested by the City of Norfolk.
 - Finalize and deliver Administrative Manual toolkit items, including forms, templates, checklists, and other documents as needed and relevant to the implementation of the manual.
- Overall Training and Capacity Building
 - Provide as needed training on CDBG-NDR specific topics to City staff and identified partners. Trainings will focus on topics mutually agreed upon by the City and HR&A Team with the goal of building the CDBG-NDR capacity amongst staff members, vendors, and subrecipients working on NDR-funded projects.

Task 2: On-Call Technical Assistance

- Remote Technical Assistance
 - Provide the City, vendors, partners, and subrecipients with on-call technical assistance on NDR project-specific topics as requested by the City. Provide guidance on specific uses of funding, potential regulatory challenges associated with the proposed uses, and the approach to addressing any regulatory issues that arise.
- Onsite Technical Assistance
 - One hands-on, onsite technical assistance visits as needed to provide formal regulatory and programmatic technical assistance, including coordination with the City to conduct mock audits on administrative topics mutually agreed upon by the HR&A Team and the City. These visits may be in coordination with the rollout of the administrative manual or may be a separate visit. The City and the HR&A Team may also mutually agree on a virtual technical assistance visit if it will better serve the needs of the City.

Technical assistance topics may include but are not limited to: acquisition and relocation (URA), financial management, contract management, cost eligibility and reasonableness reviews, Davis-Bacon and Related Acts (DBRA), Section 3 requirements, and other program and project management file reviews.

Task 7: Monitoring and Compliance

- Programmatic Compliance
 - Provide remote file reviews related to the compliance and monitoring of the Ohio Creek

Projects. Monitoring and Compliance may include virtual reviews of invoices, contracts, and all programmatic materials. Provide overall support and guidance to the City to prepare for any monitoring visits from the state, HUD Field Office, HUD headquarters or HUD OIG. Provide the guidance for all regulatory compliance matters that will apply to the monitoring of the full portfolio of the CDBG-NDR grant, including eligible uses of NDR funding, performance tracking and reporting (for NDR-specific goals and overall National Objective compliance). The City and the HR&A Team may also mutually agree on an onsite visit for monitoring and file reviews if it will better serve the needs of the City.

Task 8: Project Coordination

The HR&A Team will provide project management support to the overall consulting team including coordination for site visits and with the design and program management contract teams.

Cost:

All work associated with this task order will be billed in accordance with Contract Number 26359. Compensation for this task order shall not exceed \$44,952.00. The City understands that HR&A reserves its right to request additional budget as required to support the magnitude of the project effort.

Hourly Fees:

Team Member	Labor Category	Hourly Fee
Ted Guillot	Principal	\$232.00
Adrienne Duncan	Senior Manager	\$150.00
Jared Lee	Senior Manager	\$150.00
Ella Camburnbeck	Senior Manager	\$150.00
Kesha Simon	Senior Planner	\$120.00
Melissa Campbell	Senior Planner	\$120.00
Chad Carson	Senior Planner	\$120.00
Angie Traill	Senior Planner	\$120.00
Diana Searl	Senior Planner	\$120.00
Patricia Weisner	Analyst	\$87.50
Megan Hruska	Analyst	\$87.50

Fee Schedule:

Task	Total	
	Hours	Cost
Task 1: Regulatory & Administrative Systems	16	\$2,280.00
Task 2: On-Call Technical Assistance	148	\$19,806.00
Task 7: Monitoring and Compliance	128	\$15,578.00
Task 8: Project Management and Coordination	48	\$7,288.00
Total	340	\$44,952.00